

COGNIZANCE/INTEREST OF RESPONSIBILITY
FOR REVIEWING AND SUBMITTING CHANGES
TO THE ENLISTED TRANSFER MANUAL

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REQUESTING CHANGES TO THE ENLTRANSMAN

Submit change request through your respective chain of command to the cognizance Dept/Command listed above. The cognizance Dept/Command will then review/make recommendations and forwards the request to the Interested and Approving Authority. Once the request is approved, forward to Navy Personnel Command PERS-451 to be included into the Enlisted Transfer Manual.

DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
ATTN PERS 451
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-4000

NOTE: CHANGES AFFECTING SERVICE RECORD ENTRIES SUCH AS ADDITIONAL INFORMATION, DELETION INFORMATION, OR UTILIZATION OF EXISTING FORMS, MUST BE APPROVED BY PERS-3.

ETM CHANGE REQUEST Complete one request for each article IAW MILPERSMAN 5215-010					
From: (Office requesting change)					
Originator:	POC Name:		POC Phone:	Date:	
To: NAVY PERSONNEL COMMAND (PERS-451)					
Via: (Office responsible for article)					
<input type="checkbox"/> CHANGE ETM Article # <input type="text"/>			Article Title:		
<input type="checkbox"/> NEW Recommend new article follow ETM Article # <input type="text"/>			Article Title:		
Reference requiring this submission (Law, Regulation, Conference, Directive, Message, etc.):					
Complete Summary of Changes (<i>provide exact wording to be used on official OTM Change Summary to be signed by DCNP</i>): Attach additional pages as needed					
INTERESTED PARTY CLEARANCES REQUIRED (Responsible office must obtain chops prior to submission to PERS-451)					
Originator:	Initials:	Date:	N13 for policy changes:	Initials:	Date:
Cognizant Code:	Initials:	Date:	ORG Code:	Initials:	Date:
AUTHORIZED SIGNATURE					
Staff Office Director/ACNPC:			ORG Code:	Date:	